



Interagency Coordinating Council for Infants and Toddlers with Disabilities of Alaska

Governance Policy



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Interagency Coordinating Council of Infants & Toddlers with Disabilities

The Individuals with Disabilities Education Act (IDEA) requires that each State establish and maintain an interagency council for the purpose of advising and assisting the State lead agency staff regarding early intervention for eligible children with disabilities.

Alaska has established that the Governor's Council on Disabilities and Special Education (GCDSE) will serve as the Interagency Coordinating Council (ICC).

1. The GCDSE oversees an ICC committee which is delegated this responsibility.
2. The GCDSE is delegated authority to appoint members to serve on the ICC by the Governor and works to ensure the membership of the ICC reasonably represents the population of Alaska.
3. The Governor requires the Council to designate a member of the Council to serve as the chair. Any member of the Council who is a representative of DHSS EI/ILP or staff to the GCDSE may not serve as the chairperson of the Council.
4. The ICC is directed to work with the Part C Program Office and the Early Intervention/Infant Learning Program to fulfill IDEA requirements.

Alaska's Part C Lead Agency

Alaska's Part C Lead Agency is a section of the Department of Health and Social Services, Division of Senior and Disability Services, and operates Early Intervention/Infant Learning Program. It is responsible for meeting supervision, monitoring, funding, interagency coordination, and other requirements under part C of the Act (see Appendix A for more information).

Functions and Duties of the ICC

The function and duties of the of ICC is to serve as a primary advisory group to the Part C Lead Office. The ICC Committee is responsible for:

1. Advising and Assisting the Lead Agency

The ICC must advise and assist the lead agency in the performance of its responsibilities in section 635(a)(10) of the Act¹, including:

- Identification of sources of fiscal and other support for services for early intervention service programs under part C of the Act;
- Assignment of financial responsibility to the appropriate agency;

¹ Requires States to use Federal IDEA Part C funds as a payor of last resort and to identify and coordinate all available funding resources to pay for Part C services.

- Promotion of methods (including use of intra-agency and interagency agreements) for intra-agency and interagency collaboration regarding child find monitoring, financial responsibility and provision of early intervention services and transition; and
- Preparation of applications under this part and amendments to those applications.

2. Advising and Assisting on Transition

The ICC must advise and assist DEED and the Part C Lead Agency regarding the transition of toddlers with disabilities to preschool and other appropriate services.

3. Annual report to the Governor and to OSEP

The ICC must prepare and submit an annual report to the Governor and to OSEP on the status of early intervention service programs for infants and toddlers with disabilities and their families under part C of the Act operated within the State. Each annual report must contain the information required by OSEP for the year for which the report is made. (20 U.S.C. 1441(e)(1))

4. ICC—Other Functions

In addition to its mandatory functions and duties, the ICC is authorized to engage in other activities and duties. The ICC may carry out the following activities:

- Advise and assist The Part C Lead Agency and DEED regarding the provision of appropriate services for children with disabilities from birth through age five.
- Advise appropriate agencies in Alaska with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families, regardless of whether at-risk infants and toddlers are eligible for early intervention services in Alaska.
- Coordinate and collaborate with the State Advisory Council on Early Childhood Education and Care for children, if applicable, and other State interagency early learning initiatives, as appropriate.

ICC Committee Roles & Members

GCDSE Officers

Voting officers include a Chair and a Vice Chair, and a non-voting Lead Agency Officer. There are no term limits for ICC officer positions.

Chairperson

The ICC Chairperson will be appointed by the Chair of the GCDSE and shall be filled only by an individual who is also a member of the GCDSE appointed by the Governor. They will serve at the pleasure of the GCDSE Chair.

The Chairperson and shall:

- Preside at ICC meetings;
- Lead the ICC planning activities;
- Recommend removal of members on a case-by-case basis.
- Appoint the ICC Vice Chair
- Confirm the appointment of new ICC members nominated by Executive Director following the guidance of the ICC Committee Staff.

Vice Chairperson

Any ICC Committee member in good standing may be selected to serve as the Vice Chair. The Vice Chair will serve a term of one year, aligning with the state fiscal year, beginning July 1 and ending June 30 of each year. If the Vice Chair resigns from their position or is no longer a member of the ICC in good standing, a successor will be nominated by the ICC Chair to fill out the remainder of the term.

The Vice Chairperson shall:

- Assist the Chairperson with performing such duties as prescribed in the governance policy, with other duties as assigned; and
- Assume responsibilities of the Chairperson, as needed.

Lead Agency Officer

There will also be an officer appointed by the Lead Agency and who fills a non-voting, honorary position and is not formally a member of the ICC, but who will provide support for the Chair and Vice Chair and can assist in leading and preparing committee meetings and events as needed and at the request and direction of the Chair and/or GCDSE staff.

Part C Lead Agency Staff

Members from the Part C State Office may assist in facilitating or leading meetings, ad hoc committees or workgroups if GCDSE staff or ICC officers request support. They may not substitute for either the Chairperson or Vice Chairperson.

Members-at-Large

Any person who desires to be a Members-At-Large, must apply for the position by completing an application and submitting it to the GCDSE for review by the ICC Committee Lead and Back Up staff. GCDSE staff will be responsible for reviewing applications, conducting interviews with candidates and ensuring that ICC membership reasonably represents the diverse population of Alaska.

GCDSE staff will bring the finalists for new ICC member appointments (after reviewing all applications received) to the GCDSE Executive Director who will refer them to the ICC Chair for consideration. The ICC Chair may accept or reject the nominee.

The ICC will maintain at least five Members-At-Large.

Members-At-Large must meet at least one of the following criteria:

- Parents of children with disabilities aged 12 or younger;
- Direct service providers
- Individuals concerned with the preparation of personnel regarding infants and toddlers with disabilities; or
- Other members (see section ICC Composition).

GCDSE Staff

At least two staff from the GCDSE will be assigned to support the ICC. Staff will be designated as “Lead” or “Back-up.” Staffs’ responsibilities include:

- Disseminating meeting notices, agendas, minutes, and support materials.
- Providing guidance and resources to the Part C Office and to committee members; and
- Recruiting and recommending new members consistent with the composition criteria.

Member Responsibilities

All ICC members are expected to:

- Be knowledgeable of state and federal regulations governing the provision of early intervention services;
- Advance the mission of the Interagency Coordinating Council of Alaska;
- Attend and actively participate in all meetings;
- Advise the lead agency based upon one’s unique perspective;
- Serve on workgroups or ad-hoc committees, as needed; and
- Submit a letter of resignation to the Lead GCDSE staff, as soon as possible, if they wish to resign.

See Appendix B for more information on ICC Membership and Composition.

Sub-Committees and Workgroups

Ad Hoc Committees or workgroups may be created at the request of the ICC with the concurrence of a majority of ICC members as necessary, for a specific time-limited project.

ICC Planning Group

The ICC Planning Committee shall meet at least once prior to each ICC meeting. They will establish an agenda for the upcoming meeting and assure that the business of the last meeting has progressed. The Planning Committee shall include:

- ICC Chair or Vice Chair
- ICC Co-Chair

- Lead & Back Up GCDSE staff
- Other individuals, as needed.

ICC Committee Meetings

Meetings for the ICC of Alaska shall be:

- held at least quarterly
- open and accessible to the general public
- publicly announced with sufficient advance notice of the dates and location to ensure that all interested parties have an opportunity to attend²;
- As needed, provide for interpreters for persons who are deaf and other necessary services for Council members and participants. The Council may use funds under Part C of IDEA to pay for those services; and
- documented in meeting minutes and may be recorded in audio and video format.

Decision Making

- A quorum will consist of fifty percent (50%) plus one of the ICC members
- Members of the GCDSE staff may not vote.
- No member of the ICC shall cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest under AK State Law. Primary responsibility for adherence to this standard falls on the member.

² 34 C. F.R. § 303.602; AS 44.62.310 - 312

Appendix A – Part C Lead Agency

The Part C Lead Agency shall be the single of responsibility, designated by the Governor, to perform the following activities³:

1. The general administration and supervision of programs and activities administered by agencies, institutions, organizations, and EIS providers receiving assistance under part C of the Act.
2. The monitoring of programs and activities used by the State to carry out part C of the Act (whether or not the programs or activities are administered by agencies, institutions, organizations, and EIS providers that are receiving assistance under part C of the Act), to ensure that the State complies with part C of the Act, including—
 - Monitoring agencies, institutions, organizations, and EIS providers used by the State to carry out part C of the Act;
 - Enforcing any obligations imposed on those agencies, institutions, organizations, and EIS providers under part C of the Act and these regulations;
 - Providing technical assistance, if necessary, to those agencies, institutions, organizations, and EIS providers;
 - Correcting any noncompliance identified through monitoring as soon as possible and in no case later than one year after the lead agency's identification of the noncompliance; and
 - Conducting the activities in paragraphs (a)(2)(i) through (a)(2)(iv) of this section, consistent with §§303.700 through 303.707, and any other activities required by the State under those sections.
3. The identification and coordination of all available resources for early intervention services within the State, including those from Federal, State, local, and private sources, consistent with subpart F of this part.
4. The assignment of financial responsibility in accordance with subpart F of this part.
5. The development of procedures to ensure that early intervention services are provided to infants and toddlers with disabilities and their families in a timely manner, pending the resolution of any disputes among public agencies or EIS providers.
6. The resolution of intra- and interagency disputes in accordance.
7. The entry into formal interagency agreements or other written methods of establishing financial responsibility, consistent with §303.511, that define the

³ 34 C.F. R. §303.120 et.al

financial responsibility of each agency for paying for early intervention services (consistent with State law) and procedures for resolving disputes and that include all additional components necessary to ensure meaningful cooperation and coordination as set forth in subpart F of this part.

8. Part C Lead Agency—Other Duties

- a. Monitor the implementation of Part C of IDEA and report such status at each quarterly meeting;
- b. Make determinations annually about the performance of each EIS Program based on the determination made by OSEP. Determinations include:
 - Meets the requirements and purposes of part C of the Act;
 - Needs assistance in implementing the requirements of part C of the Act;
 - Needs intervention in implementing the requirements of part C of the Act; or;
 - Needs substantial intervention in implementing the requirements of part C of the Act⁴.
- c. Take measures to correct areas of non-compliance or slippage as identified in the SPP/APR; and
- d. Report annually on the targets established in the State Systemic Improvement Plan (SSIP) and the State Identified Measurable Result (SIMR).

⁴ 34 C. F. R. §303.703

Appendix B – ICC Membership

Committee Members will be elected or appointed by the GCDSE officers of the ICC. The ICC shall be composed at least 15 members but not more than 20 members. The Committee shall be composed as follows:

Parents

(a) At least twenty percent (20%) parents of infants, toddlers, or children with disabilities aged twelve or younger who have knowledge of, or experience with programs for infants and toddlers with disabilities. These parents will represent the socioeconomic, ethnic, disability and geographic diversity of the state, if possible.

(b) Not less than 1 such member shall be a parent of an infant or toddler with a disability or a child with a disability aged 6 or younger.

(c) Parents will represent the socioeconomic, ethnic, disability and geographic diversity of Alaska.

Service providers

Not less than 20 percent of the members shall be public or private providers of early intervention services.

Alaska State legislature

Not less than 1 member shall be from the State legislature.

Personnel preparation

Not less than 1 member shall be involved in personnel preparation.

State Office of the Early Intervention/Infant Learning Program

Not less than 1 member shall be from each of the State agencies involved in the provision of, or payment for, early intervention services to infants and toddlers with disabilities and their families and shall have sufficient authority to engage in policy planning and implementation on behalf of such agencies.

DEED: Preschool Services

Not less than 1 member shall be from the State educational agency responsible for preschool services to children with disabilities and shall have sufficient authority to engage in policy planning and implementation on behalf of such agency.

Denali Kid Care

Not less than 1 member shall be from the agency responsible for the State Medicaid program.

Head Start Agency

Not less than 1 member shall be a representative from a Head Start agency or program in the State.

Childcare Agency

Not less than 1 member shall be from a State agency responsible for childcare.

Agency for health insurance

Not less than 1 member shall be from the agency responsible for the State regulation of health insurance.

DEED: Office of the Coordinator of Education of Homeless Children and Youth

Not less than 1 member shall be a representative designated by the Office of Coordinator for Education of Homeless Children and Youths.

Office of Child Services (OCS)

Not less than 1 member shall be a representative from the State child welfare agency responsible for foster care.

Alaska Mental Health Trust Authority (AMHTA)

Not less than 1 member shall be a representative from the State agency responsible for children's mental health.

Other Members (highly recommended)

May include, but are not limited to:

- A representative from the Bureau of Indian Affairs (BIA), or where there is no BIA-operated or BIA-funded school, from the Indian Health Service or the tribe or tribal council;
- Parents of children with disabilities older than age 12; and
- Individuals with disabilities.

IDEA Part C requires some members to be appointed based upon organizational affiliation. These members are not required to apply for a committee position, rather they shall be recruited by GCDSE staff to fulfill federal requirements. However, they must be recommended for consideration and appointed to serve by the Committee Chairperson. Members who are not elected by the GCDSE officers will be referred to as "representatives." They are not eligible to hold a Member-At-Large position.

Representatives shall include individuals from the following agencies:

- Alaska State Legislature
- DEED: Office of the Coordinator of Education of Homeless Children and Youth
- Office of Child Services (OCS)
- Alaska Mental Health Trust Authority (AMHTA)
- State Office of the Early Intervention/Infant Learning Program
- DEED: Preschool Services
- Denali Kid Care
- Head Start Agency
- Childcare Agency

Appendix C – GCDSE ICC Organizational Chart

